## 2016 SBA Mississippi Generational Family-Owned Business of the Year

This award honors a family-owned and operated business which has been passed on from one generation to the next. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

- 1. Evidence of success as measured by sales and profits.
- 2. Increased employment opportunities for family members and non-family members for the nominee's business.
- 3. Demonstrated potential necessary for long-term business success and economic growth.
- 4. Voluntary efforts to strengthen family-owned businesses within the community.

## What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

- 1. A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal. For "team" nominations, a background form is required for each team member;
- 2. A completed nomination form (SBA Form 3301, Small Business Person of the Year) which is available through SBA district offices and the online nominations portal;
- 3. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo at least 300 dpi is required; photocopies are not acceptable. For "team" nominations, a photo of each nominee or group photo is acceptable;
- 4. Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.
- 5. Nominee's full name, title, business addresses, telephone, fax numbers, e-mail address and the award for which the nomination is being made.
- 6. The nominator's name, title, place of business, business address, telephone number and e-mail.
- 7. A one-paragraph description of the nominee's business and/or professional occupation.
- 8. A brief biography of the nominee, not exceeding one page.
- 9. A business profile, not exceeding one page.
- 10. Four to five additional photos from the nominee's company/organization, employees at work.